



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.5.9	Subject: REPORTING REQUIREMENTS FOR CRIMINALLY CONVICTED YOUTH	
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2	
Section 5: Case Records Management	Effective Date: 07/01/08	
Signature: /s/ Mike Ferriter, Director	Revised:	

I. POLICY

The Department of Corrections requires designated staff to submit status reports on youth convicted as adults in accordance with the Youth Court Act and the provisions of this policy.

II. APPLICABILITY

Department facilities housing criminally convicted youth and probation or parole officers who supervise criminally convicted youth.

III. DEFINITIONS

Criminally Convicted Youth – Any youth who is convicted in adult court pursuant to § 41-5-206, MCA, is a criminally convicted youth.

IV. DEPARTMENT DIRECTIVES

A. Criminally Convicted Youth Reports

1. For every criminally convicted youth, the Department must submit a status report to the court, county attorney, defense attorney, and youth probation officer every six (6) months until the offender is 21 years old or out of custody and off supervision.
2. Who Prepares the Report
 - a. if the offender is incarcerated, the offender's case manager will prepare and submit the report;
 - b. if the offender is on probation or parole, the offender's supervising officer will prepare and submit the report; or
 - c. if the offender is in prerelease or other Department community corrections program, the prerelease or other program case manager will prepare and submit the report.
3. Contents of the Report

The report must include:

- a. a brief statement of the offender's conviction and sentence;
- b. a brief overview of the offender's movement history in the past six months;
- c. the treatment and self-improvement classes in which the offender has engaged in the past six months;
- d. the work or schooling in which the offender has engaged in the past six months;
- e. the offender's incarceration disciplinary history and/or history of compliance with

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- probation/parole conditions;
- f. the date on which the offender will turn age 21; and
- g. the writer's opinion about whether the offender has been substantially rehabilitated.

5. Submission of the Report

The report writer:

- a. will submit the report to the recipients electronically; and
- b. must submit a copy of the report electronically to the Legal Services Bureau for tracking and quality control purposes.

B. Legal Services Bureau

- 1. The Legal Services Bureau will track the criminally convicted youth and the status reports.
- 2. The Bureau will notify the report writer four weeks before the report is due.
- 3. All reports will be due on the first of the month following the first full six months of the offender's sentencing and every six months thereafter.

V. CLOSING

Questions concerning this policy should be directed to The Department's Legal Services Bureau.

VI. REFERENCES

- A. *41-5-206, MCA, Filing in District Court Prior to Formal Proceedings in Youth Court; 41-5-2503, MCA, Disposition of Criminally Convicted Youth; 41-5-2510, MCA, Sentence Review Hearing; 46-18-201, MCA, Sentences That May Be Imposed; 46-18-203, MCA, Revocation of Suspended or Deferred Sentence*

VII. ATTACHMENTS

None.